

DD/A Registry
File Bldg + Lunds

26 July 1978

MEMORANDUM FOR: Deputy Director for Administration
FROM: Herbert E. Hetu
Director of Public Affairs
SUBJECT: Bulletin Boards for Press Clippings

As you will see from the attached, the DDCI has approved our proposal for bulletin boards in outlying Agency buildings. Before getting started on construction, we would welcome the chance to get together with your project officer to discuss details such as daily distribution of clips, local responsibility for maintaining the bulletin boards, possibility of boards also at other locations

STATINTL

STATINTL

Herbert E. Hetu

Attachment: a/s

SENDER WILL CHECK CLASSIFICATION TOP AND BOTTOM			
UNCLASSIFIED	CONFIDENTIAL	SECRET	
OFFICIAL ROUTING SLIP			
TO	NAME AND ADDRESS	DATE	INITIALS
1	Mr. Herbert Hetu Director of Public Affairs		
2			
3			
4			
5			
6			
ACTION		DIRECT REPLY	PREPARE REPLY
APPROVAL		DISPATCH	RECOMMENDATION
COMMENT		FILE	RETURN
CONCURRENCE		INFORMATION	SIGNATURE
Remarks:			
<p>Please note Mr. Carlucci's approval on attached note.</p> <p>STATINTL [REDACTED] SA/DDCI</p> <p>cc: DDA</p>			
FOLD HERE TO RETURN TO SENDER			
FROM: NAME, ADDRESS AND PHONE NO.			DATE
7E-12, Hqs. x-7805			25 Jul 78
UNCLASSIFIED	CONFIDENTIAL	SECRET	

FORM NO. 1-67 237 Use previous editions

(40)

OFFICE OF THE DEPUTY DIRECTOR

The Office of Public Affairs
would like you to approve
their suggestion. Once
Approved, DDA would be
tasked with erecting the
Bulletin Boards.

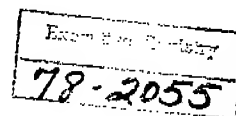
Public Affairs would supply
the daily clips.

Dolores

Approve
Disapprove

25 JUL 1978

SECRET



20 July 1978

MEMORANDUM FOR: Deputy Director of Central Intelligence

FROM: Herbert E. Hetu
Director of Public Affairs

SUBJECT: Bulletin Boards for Press Clippings

1. As you may know I have been meeting with a variety of internal Agency groups of late, i.e., DDA/DDO/DDS&T Management Advisory Groups, mid-career course, senior seminar, etc. One recurring bit of praise and suggestion which comes from these groups concerns the Agency bulletin board on which we display daily press clippings. It has been suggested many times that similar bulletin boards be erected in outlying Agency buildings. Our office would supply the clips on a daily basis and the boards would be maintained by a designated office in each building. Perhaps in some locations such as OTS one board would be sufficient for several buildings. I would suggest that the boards be constructed similar to that outside my office, i.e., with removable panels which makes daily change of clips considerably easier.

2. Attached for your reference is a list of Agency buildings in this area.



Herbert E. Hetu

25X1A

cc DDA

Declassified to AIUO
when separated from attachment

SECRET

Approved For Release 2001/04/02 : CIA-RDP81-00142R000100080005-1

	<u>Building</u>	<u>Primary Contents</u>	<u>No. of Employees</u>	<u>Location</u>
25X9	Ames	Recruitment/Commo ORD		1820 N. Ft. Meyer Drive (Rosslyn) 25X9
25X1A	Key	Finance		1200 Wilson Boulevard (Rosslyn)
		?		
		OGCR		
		NPIC		
	Chamber of Commerce	O/Training		4600 Fairfax Drive, Arlington
	Central	O/Technical Service		2430 E Street, N.W.
	East	O/Technical Service		2430 E Street, N.W.
	South	O/Technical Service		2430 E Street, N.W.
	Community Headquarters	IC Staff		1724 F Street, N.W.
25X1A		?		
		OD&E		
		O/Security		
		Warehouse		
		Logistics/Commo		
	P&PD	Printing/Photography		Headquarters Compound

SECRET

Public Affairs Bulletin Boards

DD/A Registry

File *Buildings & Grounds*


Executive Officer/DDA

DD/A 78-2889/3

25 August 1978


Public Affairs
via Tube

Cindy:

I have contacted the individuals listed on the attached sheet advising them that you would be in touch with them within the next week or so to discuss the location of and support to the bulletin boards.


Logistics Services Division feels the locations identified are fairly good but in some of your discussions other locations might be explored.

After contacting those individuals cited, let me know if there are other problems.


25X

Att - Locations of PAO
Bulletin Boards

Distribution:

PRS -  PAO
1 - DDA Chrono
✓ 1 - DDA Subject
1 - RFZ Chrono

25X

STATINTL

#	BLDG	LOCATION	ORGANIZATION
1		3rd floor lounge Existing sales board will have to be moved to new location to make room for PAO board	
2		1st floor entry Sales board to be moved.	
3	C of C	7th floor elevator core Sales board to be moved.	
4	Ames	2nd floor near guard Exact location to be designated after cafeteria renovation.	
5	Key	10th floor in area of other board Personnel Board to be shifted	
6	South	1st floor between rooms 125A & 127A	
7	CHB	Basement at foot of stairs Personnel board to be moved	
8		1st floor near cafeteria Other boards to be moved.	
9		1st floor entry	

STATINTL

SECRET

25X9 25X1A	Building	Primary Contents	No. of Employees	Location	25X1A
	Ames ✓	Recruitment/Commo ORD		1820 N. Ft. Meyer Drive (Ross 25X9)	
	Key ✓	Finance ?			
		OGCR NPIC			
	Chamber of Commerce ✓	O/Training		4600 Fairfax Drive, Arlington	
	Central	O/Technical Service		2430 E Street, N.W.	
	East ✓	O/Technical Service		2430 E Street, N.W.	
	South	O/Technical Service		2430 E Street, N.W.	
	Community Headquarters ✓	IC Staff		1724 F Street, N.W.	
		?			25X1A
		OD&E			
		O/Security			
		Warehouse			
		Logistics/Commo			
	P&PD	Printing/Photography		Headquarters Compound	

SECRET